

# **Certified Public Manager**

## **Program**



## **Application**

**SC Budget and Control Board**  
**Office of Human Resources**  
2221 Devine Street, Suite 100  
Columbia, South Carolina 29205  
(803) 734-9080

# APPLICATION

## Certified Public Management Program Application

To Be Completed by CPM Candidate

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Agency Street Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Code

Please describe your managerial role below:

Number of years frontline supervisory experience - *Completes employee performance appraisals*: \_\_\_\_\_

Number of years middle management experience - *Completes supervisors' performance appraisals*: \_\_\_\_\_

Describe your functional or programmatic responsibilities, relating the function or program to your agency's mission and customers. (**Attach a description to application**).

Please respond to the following question (**Attach a description to application**).

### ***Why should you be selected to participate in the Certified Public Manager Program?***

Reference your career plans and identify how this professional development will impact your job and enable you to perform better as a manager. Limit the length of your response to not more than one typewritten, double-spaced page.

### **CPM Program Prerequisite:**

Completion of Supervisory Practices (**Offered through the SC Budget and Control Board's Office of Human Resources**). Course **must** have been completed **after** September 1, 2002. Please list date of completion or register for Supervisory Practices by calling 737-2351. Course registration fee - **\$240**.

### **CPM Program Requirements:**

- \* 300 management development hours
- \* Meeting testing and project standards

### **Level of Instruction:**

Applicants are not required to have a college degree to participate in the program. However, readings, written assignments, testing and projects are designed at the college level. Participants are expected to have verbal, reading, and writing skills commensurate with the level of the program.

### **Commitments:**

I commit to:

- \* Fully participate in all components of the program
- \* Attend all scheduled courses
- \* Complete each assignment in the specified time frame
- \* Actively engage in the learning process
- \* Apply workshop learning on the job

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# AGENCY APPROVAL

## Certified Public Management Program Application

To Be Completed by Applicant's Supervisor/Manager

### Applicant's Supervisor/Manager

I commit to:

- \* Support the applicant's participation in the CPM Program
- \* Develop the applicant's managerial skills, knowledge, and abilities
- \* encourage and support CPM learning on the job

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Director/  
Deputy Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Program Completion Schedule:

CPM candidates participate in classes generally two (2) days a month over an 18-month period. Additional time is needed for developmental activities required outside of classes.

### Agency Payment Options:

*Please check the payment option your agency prefers.*

- \_\_\_\_ Total tuition fee to be paid in full during the fiscal year candidate begins the CPM Program
- \_\_\_\_ Tuition to be paid over two (2) fiscal years. One half of the tuition fee payable during the fiscal year candidate begins the CPM program. Remaining balance payable during the following fiscal year.